



How to: Make design changes

The way changes are made to a document can have a big impact on the time it takes and associated costs. When we design a project for you, we take all of your material and content and use Adobe programs to create a PDF for you to view.

Once we have provided you with a PDF proof, we recommend following these steps to provide your changes, so that our team can make them most efficiently.

If you have any queries or want to chat through, please let our team know!

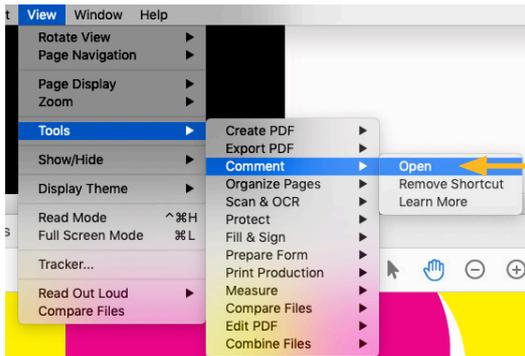
STEP 1 | Open PDF

Open your PDF document
(preferably in Adobe Acrobat)

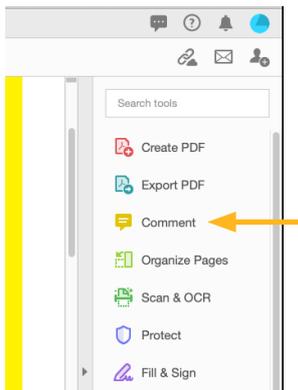
STEP 2 | Open 'Comments'

This can be done in two ways:

1. Through the menu bar by selecting 'View' - 'Comment' - 'Open'; or



2. By selecting 'Comment' in the right hand panel of the document



STEP 3 | Start using the tools to make your comments

There are a range of tools you can use to make comments or suggest changes to text. Please see box at bottom of page which highlights the main tools that we suggest using.

We suggest making as many changes on the PDF document as possible. Any large amounts of text or attachments can be noted in the document and attached to email.

STEP 4 | Save and send

Once you are happy with your changes, please save a copy and attach it to the email back to Scotts, with any other important information.

TOOLS TO USE

<p>Use to highlight text within your document</p> 	<p>Use the 'strike through' to let us know any text you would like deleted</p> 	<p>Use this tool to show us where new text is to be inserted</p> 
<p>Use as a 'sticky note' to make notes, comments or suggestions on the document</p> 	<p>Use this tool to let us know we are to delete the text that has the 'strike through' and replace it with the new content you have provided</p> 	